

TITLE: Community Development Director

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DEPARTMENT: Community DevelopmentREPORTS TO: City ManagerSUPERVISES: Assistant Building Official, Frontline Supervisors, Management Analyst, Business Systems Coordinator, Senior Inspectors, other technical and support staffDEFINITION:

Manages the Building Development, Permitting, Code Compliance and Rental Inspection functions. Serves as the City's Building Official responsible for ensuring all residential, commercial and industrial construction projects, and rental housing meet all applicable federal, state and local building codes and rental housing codes. Responsible for programmatic enforcement of the Gresham Revised Code and City's development code. The position also manages the City's permit services center which assists developers, contractors and the public on issues related to development within the City of Gresham. The position also is responsible for coordinating the budget and administrative support functions for Urban Design and Planning. Represents Urban Design and Planning Services and Economic Development Services in the areas of labor negotiations and labor management. Serves as member of the Executive Team.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Manages building inspection, code compliance, rental housing inspections and permitting operations to achieve goals within budgeted funds and available personnel; reviews progress and makes changes in priorities and schedules as needed. Establishes goals and objectives for assigned activities.

Plans, organizes and manages the City's Code Enforcement Program pertaining to compliance issues, complaints and violations regarding zoning and land use, development, building, nuisance, abandoned vehicles, erosion and floodplain related issues. Provides final interpretation on codes, regulations and laws for court presentations.

Plans, organizes and manages the City's Rental Housing Inspection Program pertaining to compliance issues, complaints and violations regarding the council adopted property maintenance code. Provides final interpretation on codes, regulations and laws for court presentations.

Manages and coordinates activities of staff; plans and organizes workloads and staff assignments. Conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other personnel matters. Provides training and motivation to make full use of individual capabilities.

Establishes policies, procedures, and performance standards to assure efficient and effective building inspection, code enforcement and permitting activities in compliance with City guidelines, goals and objectives and state mandated compliance reviews.

Responsible for the department budget based on staffing and resource requirements, cost estimates, and objectives and goals. Approves expenditures assuring compliance with approved budget and staffing levels.

Ensures efficient coordination of assigned functions with other City departments responsible for operation and maintenance of public facilities.

Represents the Department at City Council meetings, budget proceedings and department management meetings. Serves as primary contact in legal disputes and media relations issues.

Supports economic development efforts by representing the department in contacts with new business prospects considering operations in the City.

OTHER JOB FUNCTIONS

Other duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment and may require travel to meetings and building sites for inspection. Employees may risk physical hazard from construction site equipment and construction in progress.

QUALIFICATIONS:

Knowledge of:

- Practices, principles and procedures of the International Building Code, Uniform Plumbing Code, International Mechanical Code, National Electrical Code, International Property Maintenance Code and other codes and ordinances applicable to area of assignment.
- Building construction materials and methods, engineering principles, construction phases, and their relationship to an enforcement program.
- Fiscal management including budget preparation, expenditure control and record keeping.
- Management and supervisory principles, practices and methods.
- Laws, rules, and regulations applicable to assigned operations.

Ability to:

- Plan, organize and oversee division, including prioritizing and planning staffing and work assignments and evaluating the work of subordinates.
- Manage staff resources effectively.
- Develop program goals and objectives.
- Analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Establish and maintain effective working relationships with managers, supervisors, and employees.
- Represent the City to external contacts and customers at the highest professional level.

- Provide quality customer service both internally and externally.
- Communicate effectively, both orally and in writing, regarding complex issues.
- Physical ability to perform the essential job functions.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in civil or architectural engineering, construction management, business or public administration or related field and five years progressively responsible experience in building code enforcement and building construction, with at least two years of supervisory experience.

Licenses, Certificates, and Other Requirements

Valid driver's license.